ARCHIVIST 2 2205

GENERAL DESCRIPTION OF CLASS

The Archivist 2 typically works outside the Reference area, concentrating on identifying and arranging the transfer of permanently valuable records from state agencies and local governments to the State Archives, designing systems that will provide better access to archival records, and representing the Archives on inter-institutional projects.

DISTINGUISHING FEATURES

This is the second level of a two-level series. The Archivist 2 is distinguished from the Archivist 1 by the absence of Reference duties and the responsibility for working with agencies to identify and acquire records, working with user groups to improve access to holdings, working as the State Archives representative on cooperative projects, and designing records access systems distinguishes this class from the lower level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Inter-institutional Outreach

Maintain a continuing relationship with all Oregon counties. Keep the Oregon Historical Records Project guide up-to-date and arrange transfer of county records to the State Archives.

In conjunction with the Records Management Unit and state agencies and local governments, identify permanently valuable state and local government records and arrange their transfer to the State Archives.

2. Records Access

Design systems to provide better access to archival records. Design and coordinate the presentation of information about the holdings, exhibits, and educational programs of the State Archives on the Archives web site. Confer with the user community to develop a better understanding of its needs for information from and about the State Archives.

3. Project Coordination

Represent and coordinate the Division's participation in cooperative projects with other agencies, other archives programs, the genealogical community, professional archival associations, libraries and museums. Cooperative projects include exhibits, appraisal and description projects, and outreach and education programs.

4. Miscellaneous

Recommend changes to Archives Division policies and procedures to incorporate significant developments in archival practice. May perform the duties of the Archivist 1 as needed.

RELATIONSHIPS WITH OTHERS

The Archivist 2 has daily contact with state and local government employees to identify permanently valuable records and arrange their transfer to the State Archives. The Archivist 2 has regular contact with groups of users to determine what they require from the State Archives and to use selected members as focus groups for the design of archival information systems. There is also regular contact with other archival programs, professional associations, educators, genealogical, historical, and legal organizations, libraries, and museums to coordinate the state Archives participation in cooperative projects.

SUPERVISION RECEIVED

The Archivist 2 receives general direction from the Archives Manager or the State Archivist. Work is reviewed periodically and on the completion of assignments for results.

State and Federal laws, Oregon State Record Retention Schedules, Oregon Administrative Rules and professional manuals published by the Society of American Archivist, guides and manuals published by archives agencies of other states, other published standards are applied in activities related to records processing, records preservation, research and reference and educational outreach programs. Archives Division policies and procedures, Archives Division Descriptive Standards Manual and published standards for preservation and media permanence guide the employee in completing assignments.

KNOWLEDGE AND SKILLS (KS)

Knowledge:

Extensive knowledge of the theory, principles and methodology of archival science.
Extensive knowledge of technology as it relates to archives, e.g. World Wide Web, html, digital imaging, micrographics, and photography.
Extensive knowledge of legal, genealogical and historical research methods.
Extensive knowledge of subject matter relating to national, State and local history, political science and geography.
General knowledge of other research resources such as libraries, government agencies and bibliographic tools.
General knowledge of methods for preserving records including environmental conditions, containers and conservation procedures.
General knowledge of automated descriptive cataloging formats and computer systems and software.
General knowledge of records management principles.

Skills:

Skill applying and developing standards to appraise, arrange and describe archival materials.
Skill analyzing research requests and developing systems to provide information to users.
Skill applying automated descriptive formats.
Skill applying complex archival principles and knowledge to archival and record retention and disposition problems.
Skill publishing materials on the World Wide Web.
Skill using graphics software to scan, manipulate, and edit images.
Skill making oral presentations.
Skill planning, implementing and evaluating the effectiveness of an archival exhibit, special event, workshop, seminar or publication.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division